

**ORDER OF THE  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
AMENDING RULES**

The state superintendent of public instruction hereby renumbers PI 6.03 (5) (c); amends PI 6.03 (2), (3) (c) 2., (4), (5) (intro.), (a) and (b), and (6) (intro.), (b) 4., and (c) 1. and 4.; and creates PI 6.03 (1) (am), relating to public librarian certification.

---

**ANALYSIS BY THE DEPARTMENT OF PUBLIC INSTRUCTION**

**Statute interpreted:** s. 43.09, Stats.

**Statutory authority:** ss. 43.09 and 227.11 (2) (a), Stats.

**Explanation of agency authority:**

Section 43.09 (1), Stats., requires the Division for Libraries, Technology and Community Learning in the Department of Public Instruction to issue certificates to public librarians and promulgate, under ch. 227, Stats., necessary standards for public librarians. Section 43.09 (2), Stats., allows the department to promulgate rules regarding necessary standards for public library systems.

**Court decisions directly relevant:** None.

**Related statute or rule:** None.

**Plain language analysis:**

Subchapter I of ch. PI 6, Wis. Admin. Code, pertains to public librarian certification and specifies certification requirements for administrators who serve in municipal, joint, and county public libraries with certain populations. The proposed rules:

- Update public librarian certification requirements. The rules do not change the coursework required to receive Grade II or III certification, but change the timeframe and sequence in which the courses must be taken. The rules also allow four years of temporary certification for an individual to complete the courses needed to receive regular Grade II or III certification.
- Eliminate references to obsolete language relating to certificates issued prior to or after January 1, 1995. This information was pertinent when the rules were modified effective January 1, 1995, but is no longer necessary.

The proposed rules will apply to individuals applying for Grade III regular certification and certification renewal and for individuals applying for Grade II and III temporary certification upon the effective date of this rule.

**Summary of, and comparison with, existing or proposed federal regulations:** None.

**Comparison with rules in adjacent states:**

Michigan, Iowa and Indiana have public librarian certification programs that are similar to Wisconsin's. Among the features of their certification programs are:

- Certification of the directors of public libraries is required in all three states; Michigan also has staffing standards that require selected staff in libraries, in addition to the director, to be certified.

- All of the certification programs have multiple levels of certification based on the populations of the communities served.
- All of the certification programs require specified educational attainments and additional library courses based on grade level.
- All of the certification programs require initial certification and recertification at specified time intervals
- The certification programs in Michigan and Iowa require that libraries have certified staff as a condition of receiving state funds.

Illinois doesn't have a state certification program; each public library system establishes its own rules for membership requirements. The certification program in Minnesota is voluntary for library employees.

**Summary of factual data and analytical methodologies:**

During the fall of 2002 and spring of 2003, Division for Libraries, Technology, and Community Learning (DLTCL) staff worked with a Certification Study Committee to assess the library education and training required for the certification of directors of public libraries in Wisconsin, particularly those in small communities. The committee was composed of representatives of public library systems serving primarily small and rural public libraries and representatives of the Council on Library and Network Development (Wis. Stats. 43.07). The committee focused on the following question: What basic library management and other information is needed to enable new directors of small public libraries to serve their communities effectively and when do they need to have this information.

The Council on Library and Network Development, which has responsibility for making recommendations to the State Superintendent on standards for the certification of public librarians (Wis. Stats. 43.07(1)), endorsed the recommendations of the study committee for certification at its meeting on May 2, 2003. The Council asked DLTCL to seek additional input on the recommendations from the public library community prior to initiating the process for making administrative code rule changes. In response to that recommendation, DLTCL staff reviewed the recommendations for certification with a variety of public librarian and public library trustee groups throughout the summer and fall of 2003. In addition, the recommendations were published in the DLTCL newsletters and posted on the division's website, and DLTCL provided an information session at the Wisconsin Library Association annual conference in the fall of 2003.

**Analysis and supporting documents used to determine effect on small business or in preparation of economic impact report:** N/A

**Anticipated costs incurred by private sector:** None.

**Effect on small business:**

The proposed rules will have no significant economic impact on small businesses, as defined in s. 227.114(1)(a), Stats.

**Agency contact person: (including email and telephone)**

Peg Branson, Continuing Education Consultant, Public Library Development Team, (608) 266-2413,  
[peg.branson@dpi.state.wi.us](mailto:peg.branson@dpi.state.wi.us).

**Description of any forms (attach copies if available):** None.

---

**SECTION 1.** PI 6.03 (1) (am) is created to read:

PI 6.03 (1) (am) "Contact hour" means 60 minutes of continuous participation in a learning activity.

**SECTION 2.** PI 6.03 (2) is amended to read:

PI 6.03 (2) GENERAL. Administrators employed by a public library system, county library system or any municipal public library, except a library in a city of the first class, supported in whole or in part by public funds, shall hold certification as described in this section. Applications for librarian certificates under this section shall be made in writing to the division. Certificates are effective on the date of approval by the department through the last day of the expiration month indicated on the certificate.

**SECTION 3.** PI 6.03 (3) (c) 2. is amended to read:

PI 6.03 (3) (c) 2. Grade III certificates under this paragraph shall be granted for a 5-year period to applicants having earned 54 semester credits, half of which shall be in the liberal arts and sciences, at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by ~~the successful completion of a basic library management course for public librarians approved by the division~~ earning 3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

- a. Public library administration.
- b. Selection of all types of library materials.
- c. Organization of library materials.
- d. Provision of reference and information services.

**SECTION 4.** PI 6.03 (4) is amended to read:

PI 6.03 (4) ~~PERMANENT CERTIFICATES ISSUED PRIOR TO JANUARY 1, 1995~~ MAY 1, 1979. ~~Grades I, II, and III certificates granted prior to January 1, 1995, under previous certification rules shall continue to be valid as long as the certificate holder continues to renew the certificate as required under sub. (5).~~ Permanent certificates issued under certification rules in effect prior to May 1, 1979, shall continue to be valid.

**SECTION 5.** PI 6.03 (5) (intro.), (a) and (b) are amended to read:

PI 6.03 (5) CERTIFICATION RENEWAL. (intro.) (a) Certificates under sub. (3) may be renewed upon evidence which satisfies the division that in the 5 year period prior to recertification the holder has participated in 100 contact hours of continuing education in librarianship which is either directly related to the position held or will permit advancement in the profession ~~as follows:~~

~~(a) Individuals certified at grade levels I and II shall participate in 100 contact hours of continuing education in the 5 year period prior to recertification.~~

~~(b) 1. Except as specified under subd. 2., individuals certified at grade level III shall participate in 100 contact hours of continuing education in the 5 year period prior to recertification.~~

~~2. Except for individuals receiving provisional certification under sub. (7), individuals certified at grade level III after January 1, 1995, shall, prior to initial recertification, earn 3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas:~~

- ~~a. Selection of all types of library materials.~~
- ~~b. Organization of library materials.~~

~~e. Provision of reference and information services.~~

~~3. After individuals under subd. 2. have received initial recertification, all individuals shall meet the requirements for recertification as specified under subd. 1.~~

**SECTION 6.** PI 6.03 (5) (c) is renumbered PI 6.03 (5) (b).

**SECTION 7.** PI 6.03 (6) (intro.) is amended to read:

PI 6.03 (6) (intro.) TEMPORARY CERTIFICATION. The division may grant temporary certification at the appropriate grade levels. An applicant shall apply for temporary certification within 3 months of employment in order to be eligible for such certification. Temporary certification for a one-year time period may be issued as follows:

**SECTION 8.** PI 6.03 (6) (b) 4. is amended to read:

PI 6.03 (6) (b) 4. The certificate under this paragraph ~~shall~~ may be renewed on an annual basis ~~for~~ up to 3 times, for a total coverage not exceeding a period of 4 years, provided the applicant has completed ~~at least 2 the public library~~ administration course by the end of the first year, at least one of the above 4 other courses specified under subd. 1. by the end of the second third year, and the remaining courses specified under subd. 1 by the end of the fourth year. The certificate is not renewable ~~after 3 years~~ a fourth time.

**SECTION 9.** PI 6.03 (6) (c) 1. and 4. are amended to read:

PI 6.03 (6) (c) 1. To an applicant for grade III certification who meets the requirements under sub. (3) (c) 2., but who has not ~~completed a basic library management course for public librarians~~ earned 3 semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

a. Public library administration.

b. Selection of all types of library materials.

c. Organization of library materials.

d. Provision of reference and information services.

4. The certificate under this paragraph ~~is applicable for up to one year and~~ may be renewed on an annual basis up to 3 times, for a total coverage not exceeding a period of 4 years, provided the applicant has completed the public library administration course by the end of the first year, at least one of the other courses specified under subd. 1. by the end of the third year, and the remaining courses specified under subd. 1. by the end of the fourth year. The certificate is not renewable a fourth time.

**SECTION 10. INITIAL APPLICABILITY.** The treatment of this chapter first applies to individuals applying for Grade III regular certification and certification renewal and to individuals applying for Grade II and III temporary certification upon the effective date of this rule. The treatment of this chapter also applies to individuals currently holding Grade II temporary certification upon the effective date of this rule.

The rules contained in this order shall take effect on the first day of the month commencing after the date of publication in the Wisconsin Administrative Register, as provided in s. 227.22(2)(intro.), Stats.

Dated this \_\_\_\_\_ day of September, 2004

---

Elizabeth Burmaster  
State Superintendent